

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

January 24, 2005
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Lester Heitke. Members present on a roll call were Mayor Heitke, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Cindy Swenson, Rick Fagerlie, Jim Dokken, and Steven Gardner; Present 9, Absent 0.

Also present were City Administrator Michael Schmit, City Attorney Richard Ronning, Police Chief Jim Kulset, Fire Chief Marv Calvin, Public Works Director Mel Odens, Finance Director Steven Okins, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, Airport Manager Steve Wright and City Clerk Kevin Halliday.

Proposed additions to the agenda included a Changing Communities program and Snowmobile Ordinance explanation.

Council Member Reese offered a motion adopting the Consent Agenda which included the following: City Council Minutes of January 10, Rice Hospital Board Minutes of January 5, Municipal Utilities Commission Minutes of January 10, Planning Commission Minutes of January 12, Senior Citizens Board Minutes of January 5, 2005; Pioneerland Library Board Minutes of August 19 and Housing and Redevelopment Authority Minutes of December 14, 2004; Willmar Sertoma Club Exempt Permit Application; and Mayoral Reappointment to Zoning Appeals Board – Grant Jansons, Sherland Baker, Woody Glanzer and Floyd Mottinger. Council Member Christianson seconded the motion, which carried.

At 7:04 p.m. Mayor Heitke opened a hearing on a currency exchange license application. City Clerk Halliday presented information regarding the application submitted by Darrell K. Sunvold to operate a currency exchange business, Quick Funds, Inc., at 222 SW Third Street. Mr. Sunvold appeared before the Mayor and Council to answer questions regarding his tax preparation business whereby the cashing of rapid-refund loan checks will occur. There being no one else present to speak for or against the proposed license, Mayor Heitke closed the hearing at 7:08 p.m.

Council Member Reese moved to the currency exchange license for Quick Funds, Inc. with Council Member DeBlieck seconding the motion, which carried. Council Member Gardner abstained from voting.

Mayor Heitke recognized Steve Renquist, Director of the City/County Economic Development Commission, Wayne Waslaski, State of Minnesota Department of Administration, Alan VanBuskirk, State of Minnesota Department of Human Services, and Vicki Hooper of H.G.A. Associates who appeared before the Mayor and Council to discuss the Willmar Regional Treatment Center (WRTC) Re-use Study. Items discussed were transfer of property legal issues, status of patients and current employees, community-based programs, chemical dependency and adolescent treatment programs, projected business and government users of the property. The Mayor and Council Members asked several questions and upon completion of the report, the presenters asked the Council to accept the report.

Council Member Dokken offered a motion to accept the WRTC Re-use Study with Council

Member Anderson seconding the motion. Following discussion, Council Member Anderson moved

to amend the motion to accept the report for information only. Council Member Gardner seconded the motion, which carried. The original motion as amended then carried.

Mayor Heitke called for a recess at 8:52 p.m. and reconvened the meeting at 9:03 p.m.

Mayor Heitke acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Public Works/Safety Committee Report for January 18, 2005, was presented to the Mayor and Council by Council Member Reese. There were three items for Council consideration.

Item No. 1 The Committee reviewed bid tabulations for the purchase of a 2005 custom pumper tanker for the Fire Department. The City received two bids and the apparent low bidder was General Safety Equipment in the amount of \$318,575. Fire Chief Calvin noted the possibility of savings by paying for a portion of the truck at the time the chassis is completed. The pumper tanker will take approximately one year for construction.

Following discussion, the Committee was recommending the Council accept the bid of General Safety Equipment for a 2005 Pumper Tanker and that the City exercise the prepayment option resulting in a net cost of \$315,513. Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the bid of General Safety Equipment of Wyoming, Minnesota for a 2005 Pumper/Tanker is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$315,513.00.

Dated this 24th day of January, 2005.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 City Administrator Schmit presented to the Committee a request from HNTB to amend its Professional Services Agreement, Phase 5B – Building Design, by an amount not to exceed \$61,230. The revenues are being requested to compensate for design of a fire suppression system which was not in the original agreement; secondly, a claim that revisions between schematic and final design being more extensive than originally anticipated; and that additional revisions ordered by the Airport Commission and City Council are changes to the original agreement.

Staff noted that \$47,230 of the total requested increase had been agreed to by the Minnesota Department of Aeronautics as a reimbursable cost, but that a majority of the remaining amount had been inadvertently omitted from the State's grant agreement amendment. Aeronautics officials had indicated this amount would be covered in future grants.

The Committee was recommending to the Council that the professional service agreement with HNTB be increased by \$47,230. Resolution No. 2 was introduced by Council Member Reese, seconded Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 6, Noes 2 – Council Members Dokken and Fagerlie voted “No.”

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to amend the supplement to the agreement between the City of Willmar and HNTB Corporation. The supplement includes the additional services of Phase 5-B for detail design of the FBO and Terminal buildings.

BE IT FURTHER RESOLVED, the original contract amount of \$235,722.00, including the other amendments, is hereby amended by \$47,230.00 for a total not-to-exceed figure of \$2,512,605.00.

Dated this 24th day of January, 2005.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee was recommending the Council approve of the amendment to the State funding agreement for design services associated with the arrival/departure and FBO buildings portions of the Airport Project. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Anderson, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement for Project S.P. 3401-51 increasing the State's share of the project costs by \$28,338.00 and increasing the City's share of the project by \$18,892.00.

Dated this 24th day of January, 2005.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee was recommending to the Council that the Airport Budget be revised to reflect off-setting revenues and expenditures. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Anderson, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

REVISED PRELIMINARY BUDGET AIRPORT IMPROVEMENT PROJECT

SUPPLIES		RECEIVABLES	
Office Supplies	\$1,245.00	Federal	\$12,466,920.00
Small Tools	56.00	State	3,768,922.00
Postage	62.00	Industrial Dev. (430.43430)	1,919,105.00
Subsistence of Persons	64.00	City	2,100,000.00
General Supplies	358.00	TOTAL	\$20,254,947.00
TOTAL	\$1,785.00	FINANCING	
OTHER SERVICES		Federal	\$12,466,920.00
Printing & Publishing	\$956.00	State	3,768,922.00
Travel-Conf.-School	1,271.00	City	4,019,105.00
Mtce. Of Equipment	992,294.00	TOTAL	\$20,254,947.00
Mtce. Of Structures	3,132,032.00	Project List	
Mtce. Of Other Improve.	8,729,694.00	ALP/Env. Review	\$197,969.73
Cleaning & Waste Removal	807.00	EA/Preliminary Design	137,742.27
Other Services	561,427.00	Land Acquisition-Parcel 13	165,394.03
TOTAL	\$13,418,481.00	Land Acquisition-Parcel 16	111,366.88
OTHER CHARGES		2000 Engineering	466,796.00
Rents	\$1,690.00	2001 Land Acquisition	3,513,416.65
Prof. Serv.	3,060,244.00	2002 Grading and Drainage	2,466,505.85
Advertising	4,739.00	2003 Grading and Drainage	3,961,756.04
Other Charges	511,407.00	Phase 5b & 5c Engineering	433,030.00
TOTAL	\$3,578,080.00	Airport Well Installation	20,000.00
LAND		2004 Paving and Electrical	4,555,083.48
Land	\$3,256,601.00	2005 Estimated Expenses	4,047,166.00
	\$3,256,601.00	City Expenses	5,200.97
		Bonding/Contingency	173,519.10
		TOTAL	\$20,254,947.00
GRAND TOTAL		Expense	Revenue
	\$20,254,947.00	\$20,254,947.00	\$20,254,947.00

Dated this 24th day of January, 2005.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff informed the Committee that in 2003, the Council approved construction services for miscellaneous signal construction improvements including a spare controller, spare LEDS, and addition of new loops. In 2004, the City observed some problems at 19th Avenue and First Street and Litchfield Avenue and First Street and installed new loops. Also during the previously authorized engineering system as-built project completed by SEH, numerous "new" miscellaneous improvements were identified. Design Electric was hired to fix the new

miscellaneous improvements this past fall. Staff recommends adding \$15,000 to the previously budgeted miscellaneous signal improvements to pay Design Electric for past and potential future improvements increasing the total budget to \$30,000. This is a State-aid reimbursable item.

Following discussion, the Committee was recommending the Council increase the 2003 Street Improvement Budget by \$15,000; increase State-aid Receivables by \$15,000; and amend the budget accordingly. Resolution No. 5 was introduced by Council Member Reese, seconded by Council Member Christianson, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

2003 IMPROVEMENTS BUDGET ESTIMATED TOTAL COST \$2,997,108.00

PERSONNEL SERVICES		RECEIVABLES	
Overtime Reg. Employees	\$500.00	Property Owners	\$600,000.00
Salaries Temp. Employees	6,000.00	City-MUC (pump station)	343,953.00
Employer Pension Contr.	1,500.00	TB Account	140,000.00
TOTAL	\$8,000.00	State Aid	1,028,814.00
SUPPLIES		City - WTP (\$370,000 lift sta.)	385,000.00
Office Supplies	\$1,500.00	City - Transfer 2002 (PW)	34,638.00
Small Tools	2,000.00	Developer Agreement (Cash)	429,099.00
Motor Fuels & Lubricants	1,000.00	City-MUC (Water main-Street)	25,604.00
Postage	2,000.00	City (2003 PW Parks)	\$ 25,000.00
Mtce. of Other Improvements	12,000.00	TOTAL	\$3,012,108.00
29* General Supplies	3,500.00	FINANCING	
TOTAL	\$22,000.00	Bonds	\$600,000.00
OTHER SERVICES		State	1,168,814.00
Printing & Publishing	\$2,000.00	City	444,638.00
Mtce. of Other Impr.	1,853,445.00	Developer Agreements (Cash)	429,099.00
Other Services	814,163.00	MUC	369,557.00
TOTAL	\$2,669,608.00	TOTAL	\$3,012,108.00
OTHER CHARGES		Project	Cost
Licenses & Taxes	\$1,500.00	Street	\$618,001
Prof. Serv. (BMI, SEH, Mn/DOT)	65,000.00	24th Lift Station	220,000
Advertising	1,000.00	Bus. 71 Mill/Overlay	276,675
Adm. OH (Transfer)	200,000.00	MUC Water Main	367,392
Other Charges	45,000.00	T.H. 12 Signals	215,000
TOTAL	\$312,500.00	Home Depot Signals	200,000
		Pheasant Run Lighting	200,000
		Seal Coat	200,000
		WRTC Lift Station	200,000
		15th Avenue NW	200,000
GRAND TOTAL	\$3,012,108.00	RRR Dev. Agmt.	200,000
		TOTAL=	\$2,897,068

Dated this 24th day of January, 2005.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday

Attest: CITY CLERK

City Administrator Schmit presented to the Mayor and Council details of the selection process for a Wastewater Treatment Plan Program Manager to guide the City through the new WTP facility project. An interview committee consisting of Council Member Reese, Jennie-O Turkey Store representatives, and City staff conducted interviews for a program managing firm. The interview team was recommending to contract with the firm of Donahue and Associates. Ken Sedmack, representing Donahue and Associates, was present to provide details of the firm's staff size, past project work areas, and to answer Council questions.

Following discussion, Council Member Reese moved to accept staff's recommendation to accept Donahue and Associates as the WTP Program Manager. Council Member DeBlieck seconded the motion, which carried.

City Clerk Halliday informed the Mayor and Council that the Willmar Elks Lodge #952 has submitted an application to conduct off-site gambling for the Fall Elks statewide convention being held in Willmar. Following discussion, Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Gardner, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

WHEREAS, the Willmar Elk Lodge #952 has made an application to conduct off-site gambling during their Minnesota Elks Conference; and

WHEREAS, the annual statewide conference is scheduled to be held at the Willmar Holiday Inn and Conference Center on October 20, 2005 through October 22, 2005.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves the off-site gambling permit for the Willmar Elks Lodge #952 and respectfully requests that the State of Minnesota Gambling Control Board approve the permit to the Willmar Elks Lodge.

Dated this 24th day of January, 2005.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Planning and Development Services Director Peterson informed the Mayor and Council that RRR Properties has approached the City regarding a possibility of donating Outlot A, Lakewood 7th Addition to the City of Willmar. The Outlot is not buildable as it's mostly wetland and has a storm water retention pond. The Planning Commission has discussed the request and found it to be a generous gift and an opportunity for the City to attain additional park land/green space. As per the City Charter, the Planning Commission recommended that the donation be accepted. Following discussion, Resolution No. 7 was introduced by Council Member DeBlieck, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

